

Developmental Disabilities Council
Reading Cover Page

Date: March 17, 2005

Meeting: Governance

Reading Number: 05-G-02

Issue: Conference & Training Attendance
Policy

Included in the Reading:

Discussion Draft
Report on Conference & Training
Participation & Costs

Background/Summary:

At the January meeting, members discussed the need for a policy about selecting and funding members to go to conferences and trainings. Staff was asked to prepare an accounting of who has gone, how much it costs, and to what conferences & trainings for the last few years, and to ask if other DD Councils have a policy on this.

Action: Review for discussion

Focus Question(s): If there are any questions,
please contact Clare Billings at 1-800-634-4473,
clareb@cted.wa.gov

Discussion Draft
Conferences/Training Attendance Policy
March 17. 2005

Background Information:

The Council has 3 pots of money in the Budget for the following:

- \$13,000 a year for member participation in conferences/trainings as indicated on their IDP
- \$6,000 a year for 3 people to attend the national association of councils' meetings – summer meeting in Washington D.C. and fall meeting held in different states. Delegates to the national meeting are: the Executive Director, the Council Chair, and a self-advocate or parent. (Some times staff has attended the summer meeting when the agenda has included sessions just for council staff.)
- \$2,000 a year for in-state training.

Discussion Questions:

What criteria would we use to determine which member is funded to attend a conference/training?

- Based on Seniority - length of time on Council?
- Based on training new members?
- Based on a member's Individual Development Plan?

What criteria should we use to select the conference/trainings?

- Should the training benefit the Council? How will we define that?
- Should the conference/training be linked to the Areas of Emphasis in the Public Law and/or tied to State Plan Performance Targets? (i.e. leadership development, public policy, self-determination, or a related to life goal area like housing, health care, employment.)

- Should the purpose/topic of the conference be appropriate to Council goals & objectives in the State Plan? (about inclusion, integration, community living, employment, housing or?)

What process should we use?

- Develop a request form and ask members to submit a month in advance?
- Can requests be made by email? orally? To whom?
- Who should be the decider? Executive Director? Or?
- How do we keep it equitable and fair? Rotating opportunities from year to year? Identifying through IDPs and tracking of whose gone where & who should get to go next?
- Should we be asking folks to go who might be reluctant to speak up?
- Should the process be tightly controlled or flexible?